



**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF PUBLIC WORKS**

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

**GAIL FARBER, Director**

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

September 21, 2010

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

25 SEPTEMBER 21, 2010

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**AWARD OF CONTRACTS TO  
TRAVERS TREE SERVICE, INC., FOR  
CHANNEL RIGHT OF WAY CLEARING SERVICES – SOUTH AREA  
(SUPERVISORIAL DISTRICTS 1, 2, AND 4) (3 VOTES)**

**SUBJECT**

This action is to award a contract for vegetation, trash, debris, and brush clearing services at various flood control channels throughout the southern portion of Los Angeles County.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the contract work is categorically exempt from the provisions of the California Environmental Quality Act.
2. Award the contract for Channel Right of Way Clearing Services South Area in an annual sum of \$240,284.55, and a potential maximum contract sum of \$1,321,565.03, to Travers Tree Service, Inc. This contract will commence upon your Board's approval with the initial contract term expiring on May 31, 2011, with four 1-year renewal options and a month-to-month extension up to six months for a maximum potential term of 62 months and 10 days.
3. Authorize the Director of Public Works or her designee to increase the maximum contract sum for each contract term up to an additional 10 percent for unforeseen, additional work within the scope of the contract, if required, and to adjust the annual contract sum for each option year to allow for an annual cost-of-living adjustment in accordance with County policy and the terms of the contract.
4. Authorize the Director of Public Works or her designee to expend up to 15 percent of the

maximum contract sum for each contract term as reimbursement for the contractor's waste disposal fees.

5. Authorize the Director of Public Works or her designee to execute the contract; to renew the contract for each additional renewal option if, in the opinion of the Director of Public Works or her designee, Travers Tree Service, Inc., has successfully performed during the previous contract period and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if, in the opinion of the Director of Public Works or her designee, it is in the best interest of the County of Los Angeles to do so.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended action is to provide intermittent vegetation, trash, debris, and brush clearing services to maintain over 40 flood control channel facilities, such as San Gabriel River, Ballona Creek, and Dominguez Channel, located within the southern portion of Los Angeles County (County). The Department of Public Works (Public Works) has contracted for these services since 2000.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) and Community and Municipal Services (Goal 3). The contractor who has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner will support Public Works in meeting these goals.

### **FISCAL IMPACT/FINANCING**

There will be no impact to the County General Fund.

This contract is for an annual amount of \$240,284.55 plus 10 percent for unforeseen, additional work within the scope of the contract and up to an additional 15 percent of the maximum contract sum for each contract term as reimbursement for the contractor's waste disposal fees. The annual contract sum may be adjusted for each option year to allow for an annual cost of living adjustment in accordance with County policy and the terms of the contract. This amount is based on the unit prices and hourly rates quoted by the contractor and Public Works estimated annual utilization of the contractor's services. Public Works successfully negotiated with the contractor to reduce their rates from an estimated annual cost of \$245,194.39 to \$240,284.55 without adding extension years.

Funding for these services is included in the Fiscal Year 2010-11 Internal Service Fund Budget, which will be reimbursed by the Flood Control District Fund Budget. Funds to finance the contract's optional years, cost-of-living adjustments, 10 percent additional funding for contingencies, and 15 percent additional funding for reimbursement of the contractor's waste disposal fees will be requested through the annual budget process.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The recommended contractor is Travers Tree Service, Inc., located in Palos Verdes Peninsula, California. This contract will commence upon your Board's approval with the initial contract term expiring on May 31, 2011. With your Board's delegated authority, the Director of Public Works (Director) or her designee may renew this contract for four 1-year renewal options and a month-to-month extension up to six months for a maximum potential contract period of 62 months and 10 days.

This contract will be in the form previously reviewed and approved by County Counsel (Enclosure A). Prior to the Director executing this contract, the contractor will sign and County Counsel will review it as to form. The recommended contract with Travers Tree Service, Inc., was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements. The contractor is in compliance with the requirements of the Chief Executive Officer and your Board.

The award of this contract will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. This contract contains terms and conditions supporting your Board's ordinances, policies, and programs including, but not limited to: the County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN and GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board directed clauses that provide for contract termination or renegotiation.

Data regarding the proposers' minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the contractor before any work is assigned.

Pursuant to the applicable memorandum of understanding, the Request for Proposals (RFP) for these contracted services was submitted on April 13, 2010, to the appropriate union for review. The union has not asked to meet with Public Works regarding this solicitation.

Public Works has evaluated and determined that the Living Wage Program (Los Angeles County Code, Chapter 2.201) does not apply to this recommended contract, which is for services required on an as-needed and intermittent basis; hence, this contract is not a Proposition A contract (Los Angeles County Code, Chapter 2.121).

This contract includes a cost-of-living adjustment provision, which is in accordance with your Board's policy approved January 29, 2002.

## **ENVIRONMENTAL DOCUMENTATION**

These services are categorically exempt from the provisions of the California Environmental Quality Act (CEQA) Guidelines. These services are within a class of projects that have been determined not to have a significant effect on the environment in that they meet the criteria set forth in Section 15301 of CEQA.

### **CONTRACTING PROCESS**

On April 14, 2010, Public Works solicited proposals from 411 independent contractors and community business enterprises to accomplish this work. Also, a notice of the RFP was placed on the County's bid website (Enclosure B), and an advertisement was placed in the Los Angeles Times.

On May 17, 2010, 13 proposals were received. The proposals were first reviewed to ensure they met the minimum requirements in the RFP. All proposals having met these requirements were then evaluated by an evaluation committee consisting of Public Works staff. The evaluation was based on criteria described in the RFP, which included the price, experience, work plan, references, and equipment utilizing the informed averaging methodology for applicable criteria. One proposer withdrew their proposal after the evaluation process. Based on this evaluation, it is recommended that the contract be awarded to the highest-rated, responsive, and responsible proposer, Travers Tree Service, Inc.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The award of this contract will not result in the displacement of any County employees as these services are presently contracted with the private sector.

### **CONCLUSION**

Please return one adopted copy of this letter to Public Works, Administrative Services.

Respectfully submitted,



GAIL FARBER  
Director

GF:GZ:cg

Enclosures

c: Chief Executive Office  
County Counsel  
Executive Office

AGREEMENT FOR  
CHANNEL RIGHT OF WAY CLEARING – SOUTH AREA

This AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2010, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and TRAVERS TREE SERVICE, INC., a corporation (hereinafter referred to as CONTRACTOR).

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said COUNTY of the CONTRACTOR'S proposal filed with the COUNTY on May 17, 2010, hereby agrees to provide services as described in this Contract for Channel Right of Way Clearing – South Area.

SECOND: This AGREEMENT, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Defaulted Property Tax Reduction Program; Exhibit F, Location Maps; Exhibit G, Typical Channel Drawing; Exhibit H, Vehicle and Walk Access Drawing; Exhibit I, Channel Right of Way Clearing Report Form; the CONTRACTOR'S proposal, all attached hereto; the Request for Proposals; and Addenda to the Request for Proposals, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director of Public Works (Director), to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the proposal and attached hereto as Form PW-2.1, an amount not to exceed \$240,284.55 per year or such greater amount as the Board may approve (Maximum Contract Sum).

FOURTH: This Contract's initial term shall be for the period commencing upon Board approval and continuing until May 31, 2011. At the sole discretion of the COUNTY, this Contract may be extended in increments of one year, not to exceed a total contract period of 56 months and 10 days. The COUNTY, acting through the Director, may give a written notice of intent to extend this Contract at least ten days prior to the end of each term. At the sole discretion of the COUNTY, in lieu of extending the Contract for the full one year, this Contract may be extended on a month-to-month basis, upon written notice to the Contractor at least ten days prior to the end of a term. The Director will provide a written notice of nonrenewal at least ten days before the last day of any term, in which case this Contract shall expire as of midnight on the last day of that term. Where all option years have been exercised, the Director will not provide a written notice of nonrenewal. In addition, upon notice of at least ten days, the Director may extend the final contract term on month-to-month basis, not to exceed a total of six months, for the convenience of the COUNTY.

**FIFTH:** The CONTRACTOR shall bill monthly, in arrears, for the work performed during the preceding month. Work performed shall be billed at the unit prices and hourly rate quoted in Form PW-2.1, Schedule of Prices.

**SIXTH:** In addition to the compensation described in the THIRD paragraph, Public Works will reimburse the CONTRACTOR for dump fees incurred during the contract term. The CONTRACTOR shall submit all waste disposal receipts obtained from the landfill on a monthly basis to the Contract Manager. The CONTRACTOR shall be reimbursed by Public Works for all dump fees based upon the receipts submitted.

**SEVENTH:** Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed invoice. However, should the CONTRACTOR be certified by the COUNTY as a Local Small Business Enterprise, payment will be made in accordance with Board of Supervisors Policy No. 3.035, Small Business Liaison and Prompt Payment Program. Each invoice shall be in triplicate (original and two copies) and shall itemize the work completed. The invoices shall be submitted to:

County of Los Angeles Department of Public Works  
Attention Fiscal Division, Accounts Payable  
P.O. Box 7508  
Alhambra, CA 91802-7508

**EIGHTH:** In no event shall the aggregate total amount of compensation paid to the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

**NINTH:** The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the CONTRACTOR earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

**TENTH:** The CONTRACTOR shall not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. The CONTRACTOR shall monitor the balance of this Contract's Maximum Contract Sum. When the total of the CONTRACTOR'S paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the CONTRACTOR shall immediately notify the Contract Manager in writing. The CONTRACTOR shall send written notification to the Contract Manager when this Contract is within six months from expiration of the term as provided for hereinabove.

**ELEVENTH:** The Director may adjust the rate of compensation set forth in Form PW-2.1 (Schedule of Prices) annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics', All Urban Consumers Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding the contract anniversary date, which shall be the effective date for any such cost-of-living adjustment. The percentage change in the rate of compensation shall equal 12 times the

average monthly change in the CPI over the first nine months of the contract term preceding the effective date. However, any percentage increase shall not exceed the general salary movement granted to COUNTY employees as determined by the COUNTY'S Chief Executive Office as of July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in COUNTY employee salaries, no cost-of-living adjustment will be granted.

**TWELFTH:** In the event that terms and conditions, which may be listed in the CONTRACTOR'S proposal, conflict with the COUNTY'S specifications, requirements, and terms and conditions as reflected in this AGREEMENT including, but not limited to, Exhibits A through I, inclusive, the COUNTY'S provisions shall control and be binding.

**THIRTEENTH:** The CONTRACTOR agrees in strict accordance with the Contract specifications and conditions to meet the COUNTY'S requirements.

**FOURTEENTH:** This Contract constitutes the entire agreement between the COUNTY and the CONTRACTOR with respect to the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings.

[illegible]

IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Director of Public Works, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Director of Public Works

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN  
County Counsel

By \_\_\_\_\_  
Deputy

TRAVERS TREE SERVICE, INC.

By \_\_\_\_\_  
Its President

\_\_\_\_\_  
Type or Print Name

By \_\_\_\_\_  
Its Secretary

\_\_\_\_\_  
Type or Print Name

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## Bid Detail Information

**Bid Number :** PW-ASD 784

**Bid Title :** CHANNEL RIGHT OF WAY CLEARING SERVICES-SOUTH AREA (2010-AN012)

**Bid Type :** Service

**Department :** Public Works

**Commodity :** TREE TRIMMING AND PRUNING SERVICES

**Open Date :** 4/13/2010

**Closing Date :** 4/22/2010 9:00 AM

**Bid Amount :** \$ 563,000

**Bid Download :** Not Available

**Bid Description :** PLEASE TAKE NOTICE that Public Works requests proposals for the contract for Channel Right of Way Clearing Services – South Area (2010-AN012). The total annual contract amount of this service is estimated to be \$563,000.

The Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposals may be accessed at <http://dpw.lacounty.gov/asd/contracts> or may be requested from Mr. Benjamin Sandoval at (626) 458 7334, [bsandoval@dpw.lacounty.gov](mailto:bsandoval@dpw.lacounty.gov), or from Mr. Andre Zakarian at (626) 458-4069, [azakarian@dpw.lacounty.gov](mailto:azakarian@dpw.lacounty.gov), Monday through Thursday, 7 a.m. to 5 p.m.

PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT <http://dpw.lacounty.gov/asd/contracts>.

Minimum Requirement(s): Proposers must meet all minimum requirements set forth in the RFP document including, but not limited to:

1.Proposer and/or any Subcontractor(s) must have a valid State Contractor's Class C-27 (Landscaping Contractor) or C-61 (D-49, Tree Service) license.

2.Proposers must have a minimum of three years' experience providing landscaping services.

A Proposers' Conference will be held on Thursday, April 22, 2010, at 9 a.m. at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room C. A walk-through will be conducted following the Proposers' Conference. Information on the location of the walk-through will be provided at the conference. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE AND WALK THROUGH IS MANDATORY. Public Works will reject proposals from those whose attendance at the conference and walk-through cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the conference and walk-through, it may be impossible to respond to further requests for information.

The deadline to submit proposals is Monday, May 10, 2010, at 5:30 p.m.

Please direct your questions to Mr. Sandoval or Mr. Zakarian at the numbers listed on the previous page.

**Contact Name :** Andre Zakarian

**Contact Phone# :** (626) 458-4069

**Contact Email :** [azakarian@dpw.lacounty.gov](mailto:azakarian@dpw.lacounty.gov)

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